

Command Senior Enlisted Leader Program





DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 1306.2K

From: Chief of Naval Operations

Subj: COMMAND SENIOR ENLISTED LEADER PROGRAM

Ref: (a) OPNAVINST 1306.4A
(b) CHNAVPERS WASHINGTON DC memo 1306 Ser CNP/062 of 14 Apr 2017
(c) NAVPERS 15560D
(d) BUPERSINST 1430.16G
(e) OPNAVINST 1160.6C
(f) DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A
(g) NAVPERS 15665I

1. Purpose. To issue procedures for selection, assignment and utilization of Command Senior Enlisted Leaders (CSEL) at all levels, including Fleet Master Chiefs (FLTCM), Force Master Chiefs (FORCM), Command Master Chiefs (CMDCM), Chiefs of the Boat (COB) and Command Senior Chiefs (CMDCS). This revision modifies language throughout the instruction, removes the Special Duty Assignment Pay, Nominative Letter of Recommendation and CSEL Assessment appendices and changes the CSEL Assignment Preference Data Sheet into a OPNAV 3106/3 Command Senior Enlisted Leader Assignment Preference form; it should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1306.2J.

3. Scope and Applicability. This instruction applies only to CSELs with Navy enlisted classifications (NEC) 8CMC, 8CSC or 8COB, who are detailed by the Navy Personnel Command (NAVPERSCOM) with specific delineation of their status in individual permanent change of station orders.

4. Discussion. The CSEL program is designed to ensure all Sailors are professionally developed and effectively led in the highest levels of naval warfighting readiness worldwide. CSELs are responsible for leading and developing personnel and supporting commanders and commanding officers (CO) per references (a) through (g).

5. Action. Commanders, COs and CSELs, as well as Sailors desiring lateral conversion into the CSEL program, should familiarize themselves with this instruction.

6. Records Management.

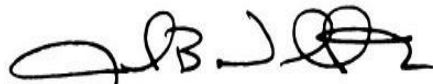
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N00D will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense (DoD), Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. Forms may be downloaded from: <https://forms.documentservices.dla.mil/order/>.

- a. OPNAV 1306/1 CMC/COB/CSC Charge Book.
- b. OPNAV 1306/3 Command Senior Enlisted Leader Assignment Preference.
- c. NAVPERS 1306/95 Command Senior Enlisted Leader Selection Nomination.
- d. NAVPERS 1306/7 Enlisted Personnel Action Request.
- e. NAVPERS 1070/613 Administrative Remarks.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via DON Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.

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CHAPTER 1
INTRODUCTION

1. CSELs enhance naval warfighting readiness by providing leadership, mentorship and advice to commanders and COs, in partnership with the deputy commander (DCOM), chief of staff (COS) or executive officer (XO). CSELs report directly to their respective commander or CO. They advise on matters affecting operational mission success, operational readiness, manning and the training of all Sailors. CSELs provide input to the formulation, implementation and execution of policies concerning the morale, welfare, job satisfaction, discipline and support to families. They also uphold and enforce the highest standards of professionalism and integrity, while enhancing active communication at all levels of the command.

2. CSELs assigned to Flag Officers (FO) and General Officers (GO) also serve as members of the Master Chief Petty Officer of the Navy (MCPON) Leadership Mess. In this capacity, they support the MCPON in the formulation, implementation and execution of policies across the entire Navy. The MCPON Leadership Mess will convene as required and attendance at these functions will be by invitation, as specified by MCPON.

a. The MCPON Leadership Mess is structured into three tiers:

(1) Tier I: Executive Steering Committee – receives and endorses proposals, consults and advises MCPON, performs special duties in support of MCPON and assists with CSEL talent management. This tier consists of all FLTCMs and combatant commander (CCDR) CSELs.

(2) Tier II: Governance Committee – leads working groups, which review process and policy proposals and consists of all FORCMs and CMDCMs serving 3- or 4-star commanders in both Navy and Joint commands.

(3) Tier III: Action Team – assigned as members of working groups tasked to review process and policy proposals and consists of CMDCMs serving 1- or 2-star commanders, in both Navy and Joint commands.

b. With the exception of a Navy CSEL assigned to a CCDR (who will carry the title of FLTCM), the titles FLTCM and FORCM apply to U.S. Navy commands only. Subparagraphs 2b(1) through 2b(19) list all approved Navy FLTCM and FORCM billets:

(1) FLTCM – U.S. Fleet Forces Command.

(2) FLTCM – U.S. Pacific Fleet.

(3) FLTCM – U.S. Naval Forces Europe, U.S. Naval Forces Africa.

(4) FLTCM – Manpower, Personnel, Training and Education (MPT&E).

(5) FORCM – Bureau of Medicine and Surgery.

(6) FORCM – Naval Air Force, U.S. Pacific Fleet.

(7) FORCM – Naval Air Force Atlantic.

(8) FORCM – Naval Education and Training Command.

(9) FORCM – Navy Expeditionary Combat Command.

(10) FORCM – Naval Facilities Engineering Command.

(11) FORCM – Naval Information Forces.

(12) FORCM – Navy Installations Command.

(13) FORCM – Navy Personnel Command.

(14) FORCM – Navy Reserve Force.

(15) FORCM – Naval Special Warfare Command.

(16) FORCM – Naval Surface Forces, U.S. Pacific Fleet.

(17) FORCM – Naval Surface Force Atlantic.

(18) FORCM – Submarine Force, Atlantic.

(19) FORCM – Submarine Force, U.S. Pacific Fleet.

3. The MCPON term of office is outlined in reference (a). The primary candidates for MCPON normally come from the FLTCMs. A FLTCM may be assigned to their position for a period up to, but no longer than, 48 months to provide the opportunity to compete for selection as MCPON.

CHAPTER 2
DIRECTOR, COMMAND SENIOR ENLISTED LEADER MANAGEMENT OFFICE

1. The Director, Command Senior Enlisted Leader Management Office (D-CSELMO) is a direct report to MCPON and serves as a member of the MCPON Leadership Mess (Tier II). The D-CSELMO will be a post-tour CMDCM who has previously served a minimum of one tour within the MCPON Leadership Mess.
2. As outlined in reference (b), the responsibilities of D-CSELMO include those stated in subparagraphs 2a through 2h:
 - a. Serve as the CSEL Talent Manager, assisting BUPERS-32 with:
 - (1) High year tenure (HYT).
 - (2) Advancement quotas.
 - (3) Lateral conversion quotas.
 - (4) Establishing and monitoring career development.
 - (5) Monitoring and advocating for Special Duty Assignment Pay (SDAP) levels.
 - b. Serve as the lead of each CSEL Nominative Talent Management System (NTMS), coordinating each slate from start to finish for FO and GO CSELs, per Chapter 6 of this instruction.
 - c. Serve as sponsor of annual CMDCM or CMDCS Lateral Conversion Selection Board, including the selection of board membership.
 - d. Coordinate with the Senior Enlisted Advisor to the Chairman, Joint Chiefs of Staff's office to provide Navy nominations on Joint CSEL FO and GO slates, when advertised.
 - e. Allocate and monitor seat assignments for the Keystone Course and the Navy Senior Leader Seminar (NSLS).
 - f. Coordinate selection of CSELs for individual augmentation (IA) assignments, as required.
 - g. Maintain the MCPON Leadership Mess roster and contact information cards.
 - h. Monitor and assist with all CSEL detachment for cause (DFC) cases.

CHAPTER 3
ELIGIBILITY, REQUIREMENTS AND APPLICATION

1. Eligibility and Requirements Considered for Entry into the CSEL Program.

a. All Master Chief Petty Officers (MCPO) and Senior Chief Petty Officers (SCPO) are eligible for selection as a CMDCM or CMDCS. Time-in-service requirements for eligibility will be established each year and published in the annual message soliciting applications to the program.

b. Candidates must possess, maintain and demonstrate the qualities of subparagraphs 1b(1) through 1b(6):

(1) Be an example to all Sailors, uphold the highest standards of military service, integrity and trust and maintain worldwide assignment eligibility as outlined in this instruction.

(2) Visibly model the Navy core values.

(3) Be strong leaders capable of developing and maintaining a strong and proactive Chief's Mess.

(4) Possess excellent oral and written skills.

(5) Possess a command presence and be a leader in physical fitness.

(6) Have the ability to understand diverse operational languages and concepts to enable the rapid communication of commander's or CO's intent to every level within a command or subordinate commands, to support combat readiness.

c. Prospective CMDCMs, CMDCSs or COBs are required to complete OPNAV 1306/1 CMC/COB/CSC Charge Book, which must be presented to the screening board as described in subparagraph 1d.

d. All CSEL candidates are required to complete a screening board utilizing NAVPERS 1306/95 Command Senior Enlisted Leader Selection Nomination. This form will be used to document the endorsement and recommendations of the screening board. The screening board must be conducted as detailed in subparagraphs 1d(1) through 1d(6):

(1) The board will be comprised of panel members in subparagraphs 1d(1)(a) through 1d(1)(c) at a minimum.

(a) Immediate superior in command (ISIC) CSEL— Chairperson (8CMC).

(b) Post-tour CSEL – (8CMC).

(c) Current serving CSEL – (8CMC, 8COB, 8CSC).

(2) Panel members will interview the candidate collectively.

(3) Panel members will each have a minimum of two years' experience and be serving in the capacity of a billeted CSEL.

(4) Upon completion of the panel review, the chairperson will make one of the recommendations listed in subparagraphs 1d(4)(a) through 1d(4)(c) based on a majority vote of the panel.

(a) Fully ready.

(b) Requires additional training (areas of concern specified).

(c) Not ready (reason specified with recommendations).

(5) The board chairperson will notify the member, their CO, CSEL and respective Tier III or Tier II CSEL of the board results.

(6) If a CMDCM or CMDCS candidate does not pass the screening board, the member may be reconsidered for another board at a date determined by the senior board member once the candidate has met all upgrade requirements.

e. Commanders and COs must conduct a formalized screening process to certify the individual meets all qualifications listed in subparagraphs 1a and 1b. Reference (c) contains requirements for assignment as a COB. Commander's or CO's approval signature is required on NAVPERS 1306/95.

f. Closed-loop communities that do not have CMDCM or CMDCS CSELs assigned to their commands (submarine ratings serving as COB, Explosive Ordnance Disposal Technician (EOD), Sea, Air, Land (SEAL), Meteorological and Oceanographic , etc.) will select and detail CSEL assignments through the respective rating detailers. Serving or post-tour CSELs in a closed-loop community desiring to serve outside their closed-loop community as a CMDCM or CMDCS must submit a rating lateral conversion package. If selected for conversion and pending available quotas allow for conversion to CMDCM, the CSEL Detailer will ensure the NECs of 8CMC or 8CSC has been entered into the member's service record and will detail for future orders accordingly.

2. CMDCM or CMDCS Application Requirements.

a. An example of a complete CMDCM or CMDCS lateral conversion application package is included in appendix A. Use it as a package template. Important items to remember:

(1) NAVPERS 1306/7 Enlisted Personnel Action Request and command letter of endorsement must be signed by the candidate's current CO ("By direction" is not authorized). The commander or CO's certification must reflect that the candidate meets all of the qualifications contained in subparagraphs 1a and 1b of this chapter.

(2) The NAVPERS 1306/95 must be signed in the current year, signed by all three board members, current CSEL, FORCM or ISIC CMDCM and commander or CO.

(3) Separate letters of endorsement must be submitted and signed by the candidate's current FORCM and their current CMDCM or CSEL. Letters from other individuals will not be accepted. Candidates assigned to organizations not under the ADCON of one of the commands with a FORCM will have their package endorsed by the senior CMDCM with in their administrative chain of command. Those candidates working at a joint command, without a CMDCM, will have their packages endorsed by the command sergeant major, sergeant major or chief master sergeant.

b. Original request, with endorsements, must be forwarded to Navy Personnel Command, CSEL Detailer (PERS-40FF) or Navy Personnel Command, Full-Time Support (FTS) Distribution Branch CMDCM or MCPO or SCPO Detailer (PERS-4012C) for FTS Sailors.

c. Nuclear trained enlisted Sailors are required to be released to apply to the CSEL program. Requests must be forwarded to PERS-40FF via Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1), Nuclear Propulsion Program Management (OPNAV N133) for endorsement. OPNAV N133 must endorse and forward all requests to PERS-40FF. If OPNAV N133 does not favorably endorse a nuclear-trained enlisted package, the package will be returned to the Sailor by OPNAV N133. In general, Sailors should have completed an engineering department master chief or reactor department master chief tour before applying for the program. Sailors who have completed greater than 20 years of service may also be released on a case-by-case basis.

d. To ensure the health of Submarine Force ratings, all personnel in non-nuclear ratings are required to be released by their rating detailer prior to applying to the CSEL program. For clarification, personnel currently serving as a COB or those personnel with prior service as a COB, are required to be released to ensure the health of the COB community. Release requests must be forwarded to PERS-403 via PERS-403EH for endorsement. PERS-403 must endorse and forward all requests to PERS-40FF. If PERS-403 does not favorably endorse a non-nuclear enlisted submarine Sailor's package, the package will be returned to the Sailor by PERS-403EH.

CHAPTER 4
SELECTION BOARD AND ASSIGNMENT

1. Selection Board.

a. CMDCM and CMDCS lateral conversion selection boards will convene annually. The board must review and select the best-qualified applicants for assignment into the CSEL program. There will be no quotas by rating and all applicants understand when applying that, if selected, they will typically transfer into a CSEL position as early as 01 October of their selection year and typically no later than 01 April of the year following their selection.

b. Director, Navy Personnel Command, Enlisted Distribution Division (PERS-40) will conduct the selection board sponsored and arranged by the D-CSELMO and will be authorized to select a 24-month quota requirement each year to allow more flexibility and predictability in the assignment process.

c. For members not selected by the CMDCM or CMDCS selection process, a new screening board must be conducted and a new NAVPERS 1306/95 must be submitted with the application. The OPNAV 1306/1 remains valid for continued package submission once completed.

d. Completed packages will be submitted as directed in the annual message soliciting applications to the program.

2. Selection as a CMDCS. Active duty SCPOs selected by the CMDCS lateral conversion board will have their rating changed to CMDCS upon selection and will also become immediately eligible for promotion to CMDCM, if all other requirements listed in reference (d) are met. They will not be awarded the 8CSC NEC, wear the CMDCS identification badge, nor be detailed to a CMDCS billet until they have successfully completed the CMDCM or COB course.

3. Selection as a CMDCM.

a. A MCPO selected by the CMDCM lateral conversion board will change their rating to CMDCM after the 8CMC NEC is awarded following completion of the CMDCM or COB course.

b. A CMDCS selected to CMDCM by the annual MCPO promotion board will be awarded the 8CMC NEC upon frocking or promotion only after they have attended the CMDCM or COB course, possess the 8CSC NEC and are serving in a CMDCS billet.

4. Administrative Requirements for CMDCM or CMDCS.

a. Individuals selected as CMDCMs and CMDCSs will be closed-loop detailed by PERS-40FF or PERS-4012C for FTS Sailors and utilized, as appropriate, for assignments as a CSEL. CMDCMs assigned within a special closed-loop rating or community will be detailed by that rating or community's lead detailee. During the assignment process, appropriate factors, such as individual community manning, waiver of tour requirements, etc., must be taken into consideration to ensure the most efficient and responsible assignments are achieved with minimal impact to the manning of an individual rating.

b. Those MCPOs and SCPOs selected via lateral conversion board will be detailed to CMDCM and CMDCS billets, as directed by the CSEL Detailee, taking into consideration the immediate needs of both losing and gaining commands. A selectee will be counted as a loss against their current rating as of 01 October of that selection year. If they were previously under permanent change of station orders in their current rating, they will normally be released from those orders and should coordinate with the CSEL Detailee for a new assignment.

c. FTS and Selected Reserve (SELRES) MCPOs and SCPOs selected to CMDCM or CMDCS will laterally convert from their source rating to CMDCS or CMDCM as appropriate. Assignment of FTS or SELRES CSEs to active duty CMDCM or CMDCS billets or vice versa will be considered on a case-by-case basis. These assignments will be dependent upon the current health of each community. Requests for assignment to these billets will be made through PERS-40FF and PERS-4012C.

5. Assignment as Primary Duty CMDCM, CMDCS and COB.

a. The CSEL Detailee is primarily responsible for the coordination and assignment of CMDCMs and CMDCSs for O-6 billets and below. The detailee will coordinate closely with the gaining command to identify a suitable relief for the incumbent in a timely manner.

b. Completion of the Navy Senior Enlisted Academy (SEA) is required prior to submitting for the CSEL program. Completion of a service-equivalent institution is an authorized substitute for the SEA. Completion of CMDCM or COB course is required prior to reporting as a primary duty CMDCM, COB or CMDCS. Operational waivers are requested to the D-CSELMO, via the applicable Tier I or Tier II CSEL and approved by MCPON.

c. Individuals assigned as primary duty CMDCMs or CMDCSs are required to become warfare-qualified in the community assigned within 12 months of assuming those duties. FORCMs will monitor qualifications to ensure compliance. Failure to qualify could result in removal from the CSEL program (refer to chapter 9 of this instruction).

d. Initial CSEL assignments will normally be to sea code Type 2 or 4 commands regardless of current duty assignment and will typically be 36 months in length. CSEs on their initial assignment may apply for follow-on positions at the 24-month point in their current assignment and will typically not be transferred until they have served between 30-36 months.

e. Assignment to a nominative CSEL billet will be determined through the process outlined in chapter 6 of this instruction.

CHAPTER 5
DUTIES AND RESPONSIBILITIES

1. The CSEL will report directly to the commander or CO. They will also coordinate closely with the DCOM, COS or XO, in the execution of their duties.
2. Duties and responsibilities of CSELs include, but are not limited to subparagraphs 2a through 2g:
 - a. Assist commanders and COs in all matters pertaining to the warfighting readiness of Sailors, their families and the command. This includes the welfare, health, job satisfaction, morale, utilization and training of Sailors in order to promote standards and maintain good order and discipline. They will advise commanders and COs on the formulation and implementation of changes in policy that affect the command. Furthermore, they will provide solicited and unsolicited advice and recommendations to the chain of command as well as to their respective ISIC CSEL.
 - b. Establish and maintain conditions that ensure the unit is fully prepared for warfighting, while maintaining a productive and positive command climate.
 - c. Develop a CPO Mess climate that serves to develop and maintain the highest levels of material and warfighting readiness, professional excellence and esprit-de-corps.
 - (1) Possesses a detailed understanding of the different phases of the optimized fleet response plan and their role in ensuring success.
 - (2) Instill a culture of excellence throughout the command, sharing responsibility for successful training, certifications and assignments.
 - d. Promote and ensure that official ceremonies, which honor Sailors, are embraced and properly executed.
 - e. Assist in the management and delivery of proper, accurate and timely communications throughout the command(s).
 - f. Communicate with and support Navy families.
 - g. Maintain awareness of and assist with command programs designed to ensure a professional command culture and climate.

CHAPTER 6
CSEL NOMINATIVE TALENT MANAGEMENT SYSTEM OVERVIEW

1. Point of Contact. The D-CSELMO will serve as the centralized point of contact and coordinator for nominative CSEL slating and selection processes.

2. Eligibility Criteria.

a. All eligible CSELs will be assessed based on their individual knowledge, skills, abilities and experience gained from their tours as a CSEL. CSELs are not considered eligible, if they are identified as not fit-for-full duty or unable to screen for FO or GO staff duty.

b. In order to be reviewed for a nominative CSEL position, CSELs must have completed a minimum of two CMDCM or COB tours, one as a major command CSEL. CMDCS tours are additive in experience, but are not qualifying as a CMDCM or COB tour. Assignments that require a specific career background or experience for consideration in a nominative position will be annotated as such in the billet description provided by the hiring commander and incumbent CSEL.

c. CSELs who meet the requirements of subparagraph 2b will automatically be reviewed for nominative positions with fill dates equal to or greater than 24 months' time on station in their current billet. For the purpose of talent management and if approved by the MCPON, this threshold may be adjusted as necessary to provide the commander with the best-qualified candidates for interview. Sailors assigned to 12-month DoD Area Tour Length billets will be reviewed for nominative positions with fill dates on or after their PRD.

d. The intent of NTMS is to ensure CSEL career progression, providing CSELs the opportunity to serve in FO or GO level assignments, while gaining experience along the way. This process ensures only the best and fully qualified CSELs are presented to the hiring commander for interview. Based on this intent:

(1) Qualified CSELs not serving in a MCPON Leadership Mess position will typically be reviewed for Tier III positions only.

(2) Tier III CSELs may be reviewed for other Tier III- and Tier II positions.

(3) Tier II CSELs may be reviewed for other Tier II and Tier I positions.

(4) Tier I may be reviewed for other Tier I positions.

3. CSEL Nominative Talent Management System.

a. CNP is the NTMS Sponsor and provides oversight and validation of the process. MCPON, the MPT&E FLTCM and D-CSELMO will keep CNP advised of the NTMS process, at CNP's discretion.

b. MCPON establishes and approves NTMS standards and business rules, provides senior mentorship, validity, integrity and discipline to the procedures.

c. The Force and Command Master Chiefs listed in this paragraph, in addition to the billet incumbent, upon notification by D-CSELMO, will review the records and supporting documentation of all eligible CSELs for the scheduled NTMS process. The CSEL Detailer and additional Command Master Chiefs may be added to the review process, as directed by the D-CSELMO, to ensure there is proper advocacy for all eligible candidates:

Naval Surface Forces, U.S. Pacific Fleet	FORCM
Naval Surface Force Atlantic	FORCM
Naval Air Force, U.S. Pacific Fleet	FORCM
Naval Air Force Atlantic	FORCM
Submarine Force, U.S. Pacific Fleet	FORCM
Submarine Force, Atlantic	FORCM
Naval Education and Training Command	FORCM
Navy Installations Command	FORCM
Naval Information Forces	FORCM
Navy Personnel Command	FORCM
Navy Expeditionary Combat Command	FORCM
U.S. SECOND Fleet	CMDCM
U.S. THIRD Fleet	CMDCM
U.S. SEVENTH Fleet	CMDCM

They will provide direct feedback to MCPON and the FLTCMs regarding each CSEL during the review and will be prepared to answer any request for information from the voting members regarding CSELs within their hierarchy.

d. MCPON and the FLTCMs, as voting members, will review the records and supporting documentation to determine the best-qualified candidates to present to the hiring FO or GO.

e. Upon completion of interviews and notification, the hiring FO or GO will notify the D-CSELMO of their selection. The selected candidate will coordinate with the D-CSELMO, CSEL detailer and the incumbent CSEL to determine appropriate detach and reporting dates.

f. All CSELs who are not selected to interview or not selected after an interview and are at or within six months of HYT will be advised that they will no longer be reviewed for nominative positions and must submit their requests for retirement.

g. CSELs who are at or within nine months of their PRD, are not selected to interview or not selected after an interview and will not reach the HYT limits serving at the O-5 and O-6 CMDCM level will be removed from consideration for nominative positions and will be encouraged to contact the CSEL Detailer to negotiate for orders.

h. D-CSELMO will:

(1) At the direction of MCPON, establish a date for a review of all fully qualified CSELs against future nominative vacancies at the next NTMS.

(2) Work with the incumbent CSEL and commander, to review and discuss the nominative CSEL billet description, to ensure requirements are current and the commander's preferences are annotated.

(3) Provide administrative support to execute the NTMS process, establish and review business rules and coordinate directly with Navy Inspector General to execute background checks on all eligible candidates.

(4) Provide the approved candidate names and supporting documentation to the hiring FO or GO and support as required during the selection process.

i. Individual CSELs will:

(1) Provide to the D-CSELMO a completed and signed OPNAV 1306/3, Command Senior Enlisted Leader Assignment Preference, as directed.

(2) Provide to the D-CSELMO a signed Consent to Review Investigative Files, utilizing the sample provided in Appendix B, as directed.

(3) Notify the D-CSELMO immediately if they elect to "opt out" of the NTMS process. This will be accomplished by submitting a completed and signed NAVPERS 1306/7. If the reason for "opt out" is not covered by existing Navy policy, the CSEL will not be considered for future nominative positions and will be detailed by the CSEL Detailer for O-5 and O-6 CSEL positions until they reach HYT limits and transfer to Fleet Reserve or retire.

(4) Be expected to interview for and serve in, nominative positions as a worldwide assignable Sailor. If the member elects not to interview, this is considered opting-out of NTMS and will they follow the guidelines listed in paragraph 3i(3).

4. CSEL Nominative Talent Management System Process for Tier I.

a. At the direction of CNP, MCPON will initiate the NTMS process for Tier I candidates.

(1) The incumbent FLTCM will coordinate with the D-CSELMO to identify a pool of fully qualified candidates.

(2) The hiring FO or GO may direct specific candidates for review.

b. D-CSELMO will present a slate to MCPON of potential candidates. MCPON will present the top candidates for the hiring commander's consideration and selection.

c. Upon completion of interviews and candidate notification, the commander will notify MCPON and the D-CSELMO of selection.

5. NTMS Process for FTS and SELRES.

a. The NTMS process for reserve CSELs is managed by the FORCM, Navy Reserve Force, with the assistance of the D-CSELMO.

b. The incumbent CMDCM will coordinate with the FORCM, Navy Reserve Force to identify a pool of fully qualified candidates.

c. The FORCM, Navy Reserve Force will present a slate of potential candidates to the D-CSELMO.

d. D-CSELMO will present a slate to MCPON and the FLTCMs of potential candidates. MCPON and the FLTCMs, as voting members, will review the records and supporting documentation to determine the best-qualified candidates to present to the hiring FO or GO.

e. The D-CSELMO will provide the approved candidate names to the FORCM, Navy Reserve Force.

f. The FORCM, Navy Reserve Force will provide the approved candidate names and supporting documentation to the hiring FO or GO and support as required during the selection process.

g. Upon completion of interviews and candidate notification, the commander will notify the FORCM, Navy Reserve Force and the D-CSELMO of their selection.

6. Joint Nominative Slates. The D-CSELMO receives all joint nominative slates and will utilize the NTMS process for candidate selection and submission.

7. IA and Overseas Contingency Operations. For IA and overseas contingency operations CSEL support assignments, D-CSELMO will oversee the selection process, make a recommendation on nomination to the MCPON, then submit the recommendation to

NAVPERSCOM Career Management (PERS-4) for active duty personnel. Reserve requirements are coordinated through the FORCM, Navy Reserve Force.

8. Advanced Education and Training Opportunities.

a. The D-CSELMO is responsible for coordinating CSEL attendance to NSLS sponsored by Naval Post Graduate School. Candidates must submit applications through their applicable FORCM or ISIC CSEL.

b. The D-CSELMO is responsible for coordinating CSEL attendance to the Joint Keystone Course sponsored by National Defense University. Candidates must submit applications through their applicable FORCM or ISIC CSEL.

c. The D-CSELMO is responsible for the identification and tracking of all CSELs desiring to attend any advanced education or training opportunity. Candidates must submit applications through their applicable FORCM or ISIC CSEL.

CHAPTER 7
PAY, ENTITLEMENTS AND UNIFORMS

1. SDAP. SDAP will be paid per reference (e).
2. Entitlements. An annual supplementary clothing allowance is authorized when assigned duty as MCPON or as a FLTCM or FORCM, per reference (f), table 29-6.
3. Uniforms.
 - a. CMDCMs, CMDCS' and serving MCPO COBs wear a silver star in place of their rating specialty mark on their rating badge, as prescribed in reference (g).
 - b. The appropriate (Fleet, Force, Command) identification badge is worn by individuals assigned in those positions. Collateral-duty CSELs, may wear the appropriate CSEL Command Master, Senior or Chief badge only while functioning in that capacity and after meeting the criteria in subparagraph 3c(1) and 3c(2).
 - c. The appropriate large CSEL badge is authorized for continuous wear for those designated 8CMC, 8COB and 8CSC CSELs who:
 - (1) Are designated in writing as the CSEL for the command they are assigned.
 - (2) Have attended and completed CMDCM or COB course.

Note: The CSEL badge is not authorized for wear if the 8CMC, 8CSC or 8COB NEC is removed due to administrative action.

 - d. MCPON wears a rating badge with three gold stars and a gold star in the center of the rating badge, as prescribed in reference (g).
 - e. Upon selection as a FLTCM or FORCM, the incumbent's rating is changed to FLTCM or FORCM. FLTCM and FORCMs wear a rating badge with two gold stars and a gold star in the center of the rating badge, as prescribed in reference (g).
 - f. If a FLTCM or FORCM is assigned to a follow-on position as a CMDCM, they will change their rating back to CMDCM and will wear the applicable command identification badge as described in subparagraph 3b. They will continue to wear their FLTCM or FORCM rating badge as prescribed in reference (g) and subparagraph 3e.

CHAPTER 8
FLEET RESERVE, RETIREMENT AND HIGH YEAR TENURE

1. Active Component and FTS CSEL HYT length of service gates are outlined in reference (c) or applicable NAVADMIN.
2. CSELs must adhere to the guidelines of subparagraphs 2a and 2b for submission of a Fleet Reserve or retirement date, as applicable.
 - a. Complete minimum on-station requirements for assignment in the continental United States and DoD tour length for outside the continental United States.
 - b. If assigned to a pre-commissioning unit, must complete a tour as specified by the guidelines pertaining to reference (c), article 1306-800.
3. Prior to submission of requests for transfer to the Fleet Reserve or retire to NAVPERSCOM, Enlisted Retirements Branch (PERS-836), FLTCM, FORCM, CMDCM or CMDCSs will coordinate the request with the D-CSELMO, CSEL Detailer and ISIC or type commander. CSEL Fleet Reserve or retirement requests are staffed with the CSEL Enlisted Community Manager via the CSEL detailer.
4. CSELs must plan timeframes accordingly, taking into consideration attendance at retirement seminars, medical and Department of Veterans Administration screenings, as well as leave and transition time. CSELs should coordinate with the D-CSELMO and CSEL detailer to ensure their relief's report date supports adequate timing for a turnover of responsibilities prior to their departure.

CHAPTER 9
NEC REMOVAL AND ADMINISTRATIVE REASSIGNMENT

Note: This chapter does not apply to collateral-duty CSELs.

1. Adverse Actions.

a. Any CSEL that is found guilty of any adverse action, including, but not limited to, non-judicial punishment, courts-martial, adverse civil or civilian criminal court action or an approved DFC, will have their CSEL rating and NEC 8CMC, 8CSC or 8COB removed.

b. CSELs disqualified to remain in the CSEL rating and have had their NEC removed will be referred to Commander, NAVPERSCOM for forced conversion per MILPERSMAN 1440-011.

c. Individuals whose ratings are administratively changed due to adverse action and whose NEC 8CMC, 8CSC or 8COB are removed, are not authorized to wear the applicable CSEL rating badge or breast insignia.

2. Administrative Reassignment. Individuals whose ratings are administratively changed or whose NEC 8CMC, 8COB or 8CSC NEC are removed to support management of closed-loop communities (i.e., SEAL, EOD, Diver, Seabee, Special Warfare Combatant-Craft Crewman, Submarine Forces, Navy Reserve Forces) are authorized to retain the CSEL rating badge and wear of the command CSEL breast insignia.

APPENDIX A
SAMPLE OF CMDCM OR CMDCS APPLICATION PACKAGE

1. Application packages for lateral rating conversion to CMDCM or CMDCS will include the items in subparagraphs a. through e.; however, specific items may be modified in the annual message soliciting applications to the program:

a. Letter of endorsement signed by the candidate's FORCM or ISIC CSEL if not aligned under a FORCM.

b. Letter of endorsement or certification by the commander or CO that the candidate meets all of the qualifications contained in chapter 3, subparagraphs 1a and 1b of this instruction.

c. Request for assignment to the CSEL program utilizing NAVPERS 1306/7, signed by the CO ("By direction" is not authorized). In the "Reason for Submission or Requested Action" block, the following statement will be included:

"Respectfully request assignment to the Command Senior Enlisted Leader (CSEL) Program. I understand that if selected, I will be made eligible for transfer into a CSEL position as early as 01 October [insert year of selection board] and not later than 01 April [insert year after selection board]."

d. Copy of NAVPERS 1306/95, with all applicable signatures entered.

e. Candidate statement, using NAVPERS 1070/613 Administrative Remarks, which must read either subparagraph 1e(1) or subparagraph 1e(2), as applicable:

(1) Active Component and FTS.

"(Date): I desire to serve as a command master [senior] chief. I am worldwide assignable and, if selected, I will incur sufficient obligated service upon receipt of orders to complete my initial tour of 36 months (unless otherwise specified to satisfy DoD area requirements) as a command master [senior] chief. I fully understand that my application for this program is my duty preference and I will accept orders per the needs of the Navy."

(2) SELRES.

"(Date): I desire to serve as a command master [senior] chief. I am worldwide assignable and, if selected, I will incur sufficient obligated service upon receipt of orders to complete my initial tour of 36 months (unless otherwise specified to satisfy DoD area requirements) as a command master [senior] chief. I fully understand that my application for this program is my duty preference and I will accept orders to any Navy enlisted classification (NEC) code 8CMC [8CSC] SELRES requirement if selected. If selected, I will voluntarily take an

assignment to a vacant Reserve Component SELRES 8CMC [8CSC] billet and serve in the capacity of a command master [senior] chief.”

f. Copy of graduation certificate from Senior Enlisted Academy or equivalent course if member has attended.

g. Copy of Physical Readiness Information Management System report, containing the candidate’s physical fitness assessments (“PFA Listing All Cycles” report).

APPENDIX B
SAMPLE OF CONSENT TO REVIEW OF INVESTIGATIVE FILES

1. All CSELs eligible for a nominative position must submit the letter detailed in exhibit B-1 to the D-CSELMO no later than 01 November each year, unless approved for transfer to the Fleet Reserve or retirement or has officially opted-out of the NTMS process:

DD Mmm YYYY

MEMORANDUM

From: CMDCM First M. Last, USN

To: Director, Command Senior Enlisted Management Office

Subj: CONSENT TO REVIEW OF INVESTIGATIVE FILES

1. For a period beginning 1 November YYYY and terminating 31 October YYYY and only in the circumstance that I am being considered for assignment to a Command Senior Enlisted Leader nominative position, I consent to a review of investigative files maintained by the Naval Inspector General, Naval Criminal Investigative Service or any other adverse information databases for active investigations and substantiated past allegations and subsequent disclosure of the results of this review to the office of the Master Chief Petty Officer of the Navy for consideration in the nominative process.

2. I understand that I will be afforded an opportunity to comment on any unfavorable information obtained from this review if it will be considered in making a decision about my suitability for assignment to a nominative position.

I.M. SAILOR

Exhibit B-1: Sample of Consent to Review of Investigative Files